

Biological / Contaminated Evidence

- A. All blood and urine samples that may be drawn for DNA analysis, DUI cases, drug screens, etc. should be placed in a plastic bag with the outside bag labeled with all necessary case information. The bag should be sealed to prevent leaking.
- B. Regardless where the sample is drawn, the sample should be transported back to the Oconee Law Enforcement Center (OLEC) and placed into evidence in one of the refrigerated temporary storage lockers (Lockers 11-14, behind locker door 10) in Room 184 Evidence Drop-Off.
- C. All Sexual Assault Kits collected by the Oconee Memorial Hospital should be transported to the OLEC and entered into evidence by the reporting officer. Be sure to complete the Chain of Custody on the back of the outer box.
- D. Sexual assault kits should be placed in refrigerated temporary storage locker in Room 184 Evidence Drop-Off.
- E. Other items such as victim's clothing should be placed in regular temporary lockers.
- F. If victim's clothing has biological evidence (blood, semen, urine, etc.) on it, these items should be placed in a refrigerated temporary storage locker if possible. Large or oversize items will not fit into the refrigerated lockers. If necessary, contact an Evidence Technician and turn the item over to them directly so that they may be placed in refrigeration.
- G. All clothing and other items of evidence with wet blood or other biological fluids on them should be placed in refrigerated temporary storage lockers if possible.
- H. Items with dry blood, etc. may be placed in regular temporary storage lockers. Make sure the substance is completely dry before placing in regular temporary lockers.
- I. Clothing and other large items contaminated with blood, etc. should be placed in a biohazard bag (red plastic bag marked with biohazard symbol) first and then placed in a regular evidence bag to prevent the biological substance from seeping through the paper bag. Biohazard bags are provided for you in Room 184.

Photographs / Film / Digital Photographs

- A. All photographs, film and CD's containing digital photographs are to be turned into evidence for storage. They should be placed in a Photographic Evidence Envelope with all the case information completed.
- B. If you are using a digital camera, do not turn in the memory card as evidence. You must download the photographs to CD first and turn in only the CD. The CD should be marked with the case number, date, and your initials.
- C. If you are using a 35mm camera, you should not put photographs for multiple cases on the same roll of film. Each case must be entered separately with the negatives stored with each case. This is not possible if more than one case is on a single roll of film.
- D. If copies of photographs need to be made to provide to others (defense attorneys, etc.), be sure to give plenty of notice since these copies are made by outside sources. This will usually take a couple of days to complete. It is the officer's responsibility to give plenty of notice when copies are needed for court or other purposes. This notification may be made in person or by email to the evidence technician.